

LCP (formerly L-CAP)

April 20, 2022, at 3:00PM via Zoom

Present: Susan Braxton (chair), John Laskowski, Hoa Luong, Jake E. Metz (ex officio), Megan N Pearson, Jen-chien Yu, Will Schlaack (ex officio)

Absent: Tracy Tolliver, Heather Murphy

Minutes: Megan N Pearson

Meeting called to order at 3:02PM

1. Jake MacGregor visit to discuss APPRPAC election and AP Promotion Program
 - a. Update on the APPRPAC election: committee is cleaning up the ballot today for voting next week; note that only Senior Associate or Senior ranks are eligible for election.
 - b. Asks that LCP encourage people to vote and stand for APPRPAC; current members Tracy Tolliver (who is finishing first term) and John Laskowski are also on LCP, while former members include Heather Murphy and Jen-chien Yu – so LCP has accurate knowledge of the work APPRPAC does and the commitment required. Susan noted that she would send out a reminder to the LCP listserv about standing and voting for APPRPAC.
 - c. Appreciates the feedback from LCP's AP Promotion Program survey; has not had the chance to discuss it with APPRPAC or HR; is not sure what can be implemented quickly since the next cycle is beginning soon, but happy to do what they can.
 - d. Susan noted that the feedback received seemed mostly about the rubric, wanting to know if specific activities were required/prescriptive or just examples. Jake responded that the specific activities are not prescriptive; noted that APPRPAC is reviewing the matrix this week and have made some changes to help clarify the rubric (based on previous candidate feedback, there was some confusion on research publications).
 - e. Susan noted that some people may be uncomfortable asking questions in a public forum such as the Open Office Hours that APPRPAC holds, and wondered if APPRPAC might reconsider them or make it clearer that APPRPAC can be contacted individually. Jake responded that APPRPAC thought open office hours were beneficial, as people might hear others' questions and realize it was a question they had as well, and that he tries to keep notes of what is discussed and distribute if they might be helpful; he noted that he will ask the committee at their May 11 kickoff how they want to handle "public versus private conversations," maybe try to make it clear from the beginning that interested parties can request private meetings. (such as Zoom breakout rooms if office hours are virtual).

2. Approve minutes of March meeting: approved
3. Finalize/Approve Charge
 - a. Susan asked if we needed to share with Dean Wilkin before publishing the new charge. John noted to share with EC at the next meeting as an update, then make it live on the LCP website.
 - b. Megan asked follow-up from last month on detailing election procedures in the charge. Susan responded that election procedures seemed more appropriate for the bylaws than the charge; Megan concurred, noting her concern was that the election procedures should be documented somewhere. John noted he could include something in the documentation manual as well.
 - c. Susan expressed concern about the charge's current definition of the CSP who are eligible to vote for and serve on LCP ("Library Civil Service Professionals in positions that have been reclassified from AP to CSP"), noting that in the future if people are hired into new but parallel positions that were not originally AP, then they might fall between the cracks as far as committee representation. John noted that since we are still waiting on a definition of CSP from campus, it's difficult for us to go forward with our own definitions as we do not want to contradict the campus definition. Susan agreed, noting that it should be reasonable that the charge have a note to the effect "CSP of any position (dependent on the definition from campus level)". John agreed, expressing concern that CSPs are in a vulnerable position without representation and that this is something we should bring up at the next meeting with Dean Wilkin in June.
 - d. Susan will update the charge and have it ready for courtesy presentation at the next EC meeting.
4. Bylaws Plan
 - a. Susan noted that as there is currently not a bylaws subcommittee, we should task one. Their work can include exploring the [bylaws of LSSC](#) and other units on campus as an example, then draft bylaws for LCP; it might be ambitious, but possibly something that could be done before the next election (end of July 2022).
 - b. John noted that he has been thinking about templates/documentation based on his experience with the Library Council Implementation Team and would be happy to be on the Bylaws subcommittee
 - c. Susan asked if Megan would be on the committee too, as it ties in with the Documentation subcommittee, and Megan agreed.
 - d. Action Item: Susan, John, and Megan will work to get bylaws drafted
5. Any items for April 25 EC meeting: Library Council TF progress will be shared during LCP and LSSC time; do we have anything to share or discuss besides AP/CSP forum, survey on APPRPAC, upcoming discussion with Sara Benson, new charge?

- a. Susan asked if we should bring up whether APs do or do not own the copyright to their publications, what is the procedure for publishing APs to follow, and is it LCP's responsibility to develop that procedure? John replied that it might be best to tell EC this topic of APs not owning their own copyright is something we've been made aware of and are concerned about, and we are meeting with Sara Benson to discuss; it might also be something to further discuss with Dean Wilkin in June meeting.
6. CAP updates (Will, Jake)
 - a. President Tim Killeen spoke at the CAP meeting earlier this month; meeting recording is available https://mediaspace.illinois.edu/media/t/1_a95svwbq (Killeen begins 20 seconds in; questions begin just after the 15:00 minute mark). Some interesting points include the [Civil Service conversion audit](#) and salary program. For full details see the [CAP minutes](#) (draft).
 - b. Reminder for the [AP Professional Development Fund](#) (APDF): there are still plenty of funds left, so please apply and spread the word.
 - c. There is a review of the CAP bylaws coming up.
 - d. There is a change coming to SURS: the money purchase factor is changing July 2; can check the [SURS website benefit estimator](#).
 7. Miscellaneous?
 - a. Jen recommended for the summer putting together some sort of writing group for the promotion process, and/or a writing/reading group for research projects. Jen will reach out to RCP about the writing/reading group.

Meeting adjourned at 4:04PM.